



## **Uncollected Child Policy Whole School including EYFS**

This policy outlines the procedure to be followed by staff when a child is not collected on time.

### **Junior School**

If a child is not collected within 10 minutes of the agreed collection time at the end of the day, the Class Teacher will refer her/him to our After-School Care provision.

If a child is not collected within 15 minutes of the agreed collection time following After School Care (6.15pm) we will call the contact numbers for the parent or carer. If there is no answer, the After-School Care staff will begin to call the emergency numbers for this child. Staff must keep a record/ log of any calls made to parents and/or carers stating the time and response.

Staff will discuss with the parent/carer the reasons for the late collection and decide on any further action to be taken, for example, late collection fees. Staff will emphasise the importance of promptness and that the School will monitor future collection times closely.

If there is no response from the parents or carers or the emergency numbers, a member of the Senior Leadership Team will be contacted. If a child has been left in School for more than one and a half hours after the end of the After-School Care session and where no contact has been made with or by the parents/carers, a member of the Senior Leadership Team will contact Social Services to discuss arrangements for the immediate care of the child.

Children's Front Door Assessment Team:  
01904 551 900 (8.30am-5.30pm)  
0845 0349417 (out of hours)  
Police: 101

We undertake to look after the child safely throughout the time that she or he remains under our care. As an age 2 to 18 School with boarding provision for 11 to 18 year olds, a child will always be under the supervision of an adult whilst on the School premises until they can be collected, as Boarding Staff are also available after school hours should a child need looking after.

This policy complies with the relevant requirements set out in the Statutory Framework for the Early Years Foundation Stage and also applies to our After-School Care Provision.

### **Senior School**

If a pupil is uncollected at the end of the day in Senior School and is expecting parents to turn up for them, the pupil can stay in School for as long as required until the parents are contacted, and the pupil can be picked up safely. Any pupil who is uncollected by the end of the School day at 5.15pm, must sign in with the Boarding staff in School House and the members of Boarding staff will be responsible for that pupil until their parents can collect them later on in the evening. The pupil may stay in School overnight if required.

Date of last review: Autumn Term 2018  
Date of next review: Autumn Term 2020  
Reviewed by: Deputy Principal and Head of  
the Junior School